



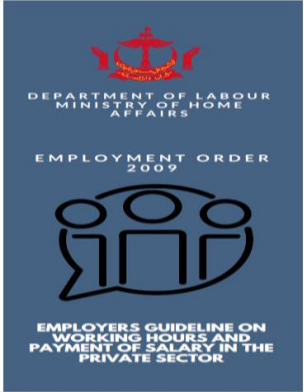
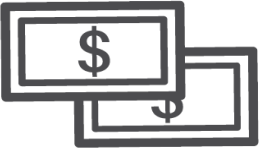



[LEAFLET] – EMPLOYERS GUIDELINE ON PAYMENT OF SALARY, WORKING HOURS AND LEAVE ENTITLEMENT IN THE PRIVATE SECTOR.

| | | |
|--|--|---|
| <h3>SALARY DEDUCTIONS</h3> <p>No salary deductions are permitted except in the following cases:-</p> <ol style="list-style-type: none"> 1) Being absent from work; 2) Damage or loss of company goods/ money; 3) The cost of food supplied by the employer at the request of the employee; 4) Accommodation; 5) Any amenities and services provided by the employer; 6) TAP & SCP Contribution; 7) Retirement scheme or savings fund or other scheme established; 8) Payment to any registered co-operative society; and 9) Any other deductions approved by the Minister. |  <p>EMAIL ADDRESS Info.buruh@buruh.gov.bn led@buruh.gov.bn</p> <p>WEBSITE www.labour.gov.bn</p> <p>HOTLINE +673 238 1848 (Working Hours) +673 729 8989 (After working hours)</p> <p>JABATAN BURUH Jalan Dewan Majlis Bandar Seri Begawan, BS3910 Negara Brunei Darussalam</p> |  <p>DEPARTMENT OF LABOUR MINISTRY OF HOME AFFAIRS</p> <p>EMPLOYMENT ORDER 2009</p>  <p>EMPLOYERS GUIDELINE ON WORKING HOURS AND PAYMENT OF SALARY IN THE PRIVATE SECTOR</p> |
| <h3>WORKING HOURS</h3> <p>SECTION 65 - For a non-shift worker, the hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>For a shift worker, the hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.</p> <p>All work in excess of the above hours shall be considered as overtime work.</p> <p>In the case of shift worker, he/she is NOT allowed to work for more than 12 hours a day under any circumstances.</p> <h3>OVERTIME</h3> <p>Overtime has to be paid if the employee is required to work beyond his/her contractual hours of work. The formula for overtime:-</p> <p><i>Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</i></p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p> | <h3>REST DAY - SECTION 63</h3> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p> <h3>PUBLIC HOLIDAYS</h3> <p>An employee is entitled to 11 days public holidays in a year:-</p> <ol style="list-style-type: none"> 1) 1st January 2) First Day of Hijrah 3) Chinese New Year 4) 23rd February (Brunei's National Day) 5) Maulud Prophet Muhammad's Birthday 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday) 7) First Day of Ramadhan 8) Anniversary of the Revelation of Quran 9) Hari Raya Aidilfitri 10) Hari Raya Aidiladha 11) 25th December (Christmas Day) <p>Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.</p> | <h3>PAYMENT OF SALARY</h3> <p>No salary period shall exceed one month.</p> <p>SECTION 39 - All salary other than overtime payment must be paid within 7 days after the end of salary period. Salary for overtime must be paid within 14 days after the end of the salary period.</p> <p>Payment of salary shall be made on a working day and during working hours at the place of work or at any other place agreed to between the employer and the employee.</p>  <p>Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p> |

| PAGE NO. | LEAFLET (BY PAGE) | FOR TRANSLATION | NEW TRANSLATION |
|----------|--|---|--|
| 1 |  | DEPARTMENT OF LABOUR MINISTRY OF HOME AFFAIRS | KAGAWARAN NG PAG-GAWA MINISTERYO NG UGNAYAN PANG-TAHANAN |
| | | EMPLOYMENT ORDER, 2009 | KAUTUSAN PANG-TRABAHO, 2009 |
| | | EMPLOYERS GUIDELINE ON WORKING HOURS AND PAYMENT OF SALARY IN THE PRIVATE SECTOR | GABAY NG AMO SA ORAS NG TRABAHO AT BAYAD AS SWELDO AS PRIBADONG SEKTOR |
| 2 | <p>WORKING HOURS</p> <p>SECTION 65 - For a non-shift worker, the hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>For a shift worker, the hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.</p> <p>All work in excess of the above hours shall be considered as overtime work</p> <p>In the case of shift worker, he/she is NOT allowed to work for more than 12 hours a day under any circumstances.</p> <p>OVERTIME</p> <p>Overtime has to be paid if the employee is required to work beyond his/her contractual hours of work. The formula for overtime:-</p> <p><i>Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</i></p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p> | <p>WORKING HOURS</p> <p>SECTION 65 - For a non-shift worker, the hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>For a shift worker, the hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.</p> <p>All work in excess of the above hours shall be considered as overtime work.</p> <p>In the case of shift worker, he/she is NOT allowed to work for more than 12 hours a day under any circumstances.</p> | <p>ORAS NG TRABAHO</p> <p>SEKSYON 65 - Para sa “non-shift worker”, ang oras ng trabaho ay hindi hihigit sa 8 oras kada araw o mahigit 44 na oras kada linggo.</p> <p>Para sa “non-shift worker”, ang oras ng trabaho ay hindi hihigit sa karaniwan 44 na oras kada linggo sa sunod-sunod na 3 linggo at hindi hihigit sa 12 oras kada araw.</p> <p>Lahat ng trabaho na labis sa naturang mga oras ay ituturing na obertaym na trabaho.</p> <p>As kaso ng “shift worker”, siya ay HINDI papayagan na magtrabaho ng higit as 12 oras kailanman.</p> |
| | | <p>OVERTIME</p> <p>Overtime has to be paid if the employee is required to work beyond his/her contractual hours of work.</p> <p>The formula for overtime:- <i>Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</i></p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p> | <p>OBERTAYM</p> <p>Ang obertaym ay dapat bayaran kung ang empleyado ay kinailangan magtrabaho pagkatapos ng kaniyang naka-kontratang oras ng trabaho.</p> <p>Ang pormula ng obertaym:- <i>Bayad kada araw x 1.5 x bilang ng oras ng obertaym</i></p> <p>Ang empleyado ay pinapayagan magtrabaho hanggang 72 oras kada buwan lamang.</p> |

| | | | |
|---|---|--|--|
| 3 | <p>REST DAY - SECTION 63</p> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p> | <p>REST DAY - SECTION 63</p> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p> | <p>ARAW NG PAHINGA – SEKSYON 63</p> <p>Ang empleyado ay may karapatan sa 1 araw na pahinga kada lingo. Ang pahinga ay tuwing Linggo o kahit anong araw na itinakda at ipinaalam ng amo bago ang simula ng bawat buwan.</p> |
| | | <p>REST DAY - SECTION 63</p> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p> <p>PUBLIC HOLIDAYS</p> <p>An employee is entitled to 11 days public holidays in a year:-</p> <ol style="list-style-type: none"> 1) 1st January 2) First Day of Hijrah 3) Chinese New Year 4) 23rd February (Brunei's National Day) 5) Maulud Prophet Muhammad's Birthday 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday) 7) First Day of Ramadhan 8) Anniversary of the Revelation of Quran 9) Hari Raya Aidilfitri 10) Hari Raya Aidiladha 11) 25th December (Christmas Day) <p>Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.</p> | <p>PAMPUBLIKONG HOLIDAYS</p> <p>Ang empleyado ay may karapatan sa 11 araw na pangpublikong “<i>holidays</i>” kada taon:-</p> <ol style="list-style-type: none"> 1) Ika-1 ng Enero 2) Unang Araw ng “<i>Hijrah</i>” 3) Bagong Taon ng mga Instsik 4) Ika-23 ng Pebrero (Pambansang Araw ng Brunei) 5) Kaarawan ni Maulud Prophet Muhammad 6) Ika-15 ng Hulyo (Kaarawan ng Kanyang Kamahalan Sultan at Yang Di-Pertuan) 7) Unang Araw ng “<i>Ramadhan</i>” 8) Anibersaryo ng Paghahayag ng Koran 9) Eid al-Fitri (<i>Hari Raya Aidilfitri</i>) 10) Eid al-Adha (<i>Hari Raya Aidiladha</i>) 11) Ika- 25 ng Disyembre (Araw ng Pasko) |
| | | <p>Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.</p> | <p>Sinumang amo ang hindi magkaloob ng isang araw na pahinga ay nagkasal sa paglabag at mananagot ng parusa sa multa na hindi hihigit sa BND\$800.00 at, sa pangalawang pagkakataon at susunod na paglabag ng multa na hindi hihigit sa BND\$1,600.00, pagkakulong ng hindi hihigit sa isang taon o pareho.</p> |

| | | | |
|---|---|---|---|
| 4 | <p>PAYMENT OF SALARY</p> <p>No salary period shall exceed one month.</p> <p>SECTION 39 - All salary other than overtime payment must be paid within 7 days after the end of salary period. Salary for overtime must be paid within 14 days after the end of the salary period.</p> <p>Payment of salary shall be made on a working day and during working hours at the place of work or at any other place agreed to between the employer and the employee.</p>  <p>Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p> | <p>PAYMENT OF SALARY</p> <p>No salary period shall exceed one month.</p> <p>SECTION 39 - All salary other than overtime payment must be paid within 7 days after the end of salary period. Salary for overtime must be paid within 14 days after the end of the salary period.</p> <p>Payment of salary shall be made on a working day and during working hours at the place of work or at any other place agreed to between the employer and the employee.</p> <p>Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p> | <p>PAGBABAYAD SA SWELDO</p> <p>Walang sweldo na lalagpas sa isang buwan.</p> <p>SEKSYON 39 - Lahat ng sweldo maliban sa obertaym ay dapat bayaran sa loob ng 7 araw makaraan matapos ang araw ng sweldo. Ang sweldo sa obertaym ay dapat bayaran sa loob ng 14 na araw makaraan matapos ang itinakdang sweldo.</p> <p>Ang bayad sa sweldo ay dapat tuwing pangkaraniwang araw at tuwing oras ng pagtatrabaho sa lugar ng trabaho at sa ibang lugar na napagkasunduan sa pagitan ng amo at empleyado.</p> <p>Sinumang amo ang mabigo na bayaran ang sweldo ng empleyado ayon sa ipinagkaloob ng Part ay nagkasala ng paglabag at mananagot sa parusa na multa na hindi hihigit sa BND3,000.00, pagkakulong ng hindi lalagpas ng isang taon o pareho.</p> |
|---|---|---|---|

| | | | |
|---|--|--|---|
| 5 | <p>SALARY DEDUCTIONS</p> <p>No salary deductions are permitted except in the following cases:-</p> <ol style="list-style-type: none"> 1) Being absent from work; 2) Damage or loss of company goods/ money; 3) The cost of food supplied by the employer at the request of the employee; 4) Accommodation; 5) Any amenities and services provided by the employer; 6) TAP & SCP Contribution; 7) Retirement scheme or savings fund or other scheme established; 8) Payment to any registered co-operative society; and 9) Any other deductions approved by the Minister. | <p>SALARY DEDUCTIONS</p> <p>No salary deductions are permitted except in the following cases:-</p> <ol style="list-style-type: none"> 1) Being absent from work; 2) Damage or loss of company goods/money; 3) The cost of food supplied by the employer at the request of the employee; 4) Accommodation; 5) Any amenities and services provided by the employer; 6) TAP & SCP Contribution; 7) Retirement scheme or savings fund or other scheme established; 8) Payment to any registered cooperative society; and 9) Any other deductions approved by the Minister. | <p>BAWAS SA SWELDO</p> <p>Hindi pinapayagan bawasan ang sweldo maliban sa mga sumusunod sa kaso:-</p> <ol style="list-style-type: none"> 1) Hindi pumasok sa trabaho; 2) Kung nakasira o nakawala ng mga bagay/pera; 3) Ang halaga ng pagkain inilaan ng amo sa hiling ng empleyado; 4) Tirahan; 5) Anumang bagay at serbisyo na ipinagkaloob ng amo; 6) Kontribusyon sa TAP at SCP; 7) Kabayaran sa pagre-retiro o ipon na pondo o iba pang kabayaran na binuo; 8) Bayad as anumang naka-rehistro na kooperatiba ng mamamayan; at 9) Iba pang bawas na aprobado ng Ministro. |
| 6 |  <p>EMAIL ADDRESS Info.buruh@buruh.gov.bn led@buruh.gov.bn</p> <p>WEBSITE www.labour.gov.bn</p> <p>HOTLINE +673 238 1848 (Working Hours)</p> <p>WHATSAPP +673 729 8989 (After working hours)</p> <p>JABATAN BURUH Jalan Dewan Majlis Bandar Seri Begawan, BS3910 Negara Brunei Darussalam</p> | <p>EMAIL ADDRESS info.buruh@buruh.gov.bn</p> <p>WEBSITE www.labour.gov.bn</p> <p>HOTLINE +6732381848 (Working Hours)</p> <p>WHATSAPP +6737298989 (After Working Hours)</p> <p>JABATAN BURUH Jalan Dewan Majlis Bandar Seri Begawan, BS3910 Negara Brunei Darussalam</p> | <p>"EMAIL ADDRESS"</p> <p>"WEBSITE"</p> <p>"HOTLINE" (Oras ng Trabaho)</p> <p>"WHATSAPP" (Pagkatapos ng Oras ng Trabaho)</p> <p>As it is. No need for translation.</p> |